



## Finance and Administration Cabinet

### Executive Order 2008-011

### Request Form

**Requesting Department:** 625 Department Of Highways **Record Date:** 2012-03-27

**Requestor ID:** JJN0026 **Requestor Name:** NANCY ALBRIGHT

**Short Description:** Road Signs, Blanks, Sheeting, & Components - FY13 **Requestor Phone Number:** 502-564-4556

**Type of Request:** OTHER GOODS **New or Expanded?** No

**Procurement Method:** Order From Existing Contract **Cost:** 1,500,000.00 **Estimate/Actual?** Estimate

**Is this Item a Replacement?** No **If so, Asset Tag#:**

**What will happen to the replaced item?**

**What Document is Requested?** Blanket Waiver

**If on Contract, Give Contract #:** See P&J

**Vendor (if any):** See P&J

**Purpose and Justification:**

The Division of Maintenance requests blanket waiver approval for all purchases, contract renewals, and establishment of Master Agreements associated with roadway signs and all components to produce signs. Currents contracts are:

Osburn Associated MA 605 1200000514

Dicke Tool Co. MA 605 1100001069

Vulcan Signs MA 605 1100000623

3M Company MA 605 0800003697

These contracts are essential to the delivery of services because they help maintain a safe and efficient highway system with respect to traffic flow and highway safety by providing critical traffic direction. The Department of Highways is morally and legally obligated to maintain traffic signs according to the Manual on Uniform Traffic Control Devices (MUTCD) and to ensure highway safety. Services provided and all work is performed by existing personnel at the Central Office Sign Fabrication Shop and in the 12 highway districts throughout the state. Funding used for the purchase of signs, blanks, retroreflective sign sheeting, and components used to make signs is maintenance (FE03) road funds.

This request is for period July 1, 2012 - June 30, 2013.

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE03 and FE01

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee’s information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: